

## **Vendor Registration**

### **Guideline for Vendor Registration and Vendor Eligibility**

#### **Company Registration**

The U.S. Embassy is pleased to announce that registering with The U.S. Government is now a "Two-Step" fully "On-Line" process. This provides vendors with a powerful yet easy to-use tool to prepare and submit an on-line application for registration with The U.S. Government. The U.S. Government does business only with duly registered companies.

**Meeting the Registration Criteria:** It is highly recommended that your company prepare in advance to meet the registration criteria for applying on-line in order to efficiently process your application. Depending on the Level of Registration being applied for, the documents listed below should be ready for uploading in Adobe Acrobat .pdf file format. Other basic information such as full name of owners and principals, address, contact information, telephone, e-mail, etc. will be requested through the on-screen application form.

To register as a U.S. Government Vendor, a business or, a sole proprietor must complete and submit mentioned below information:

#### **Registration Process**

- 1) **Get your Standard Industrial Classification (SIC) code**, this is a category of your business, e.g.: 1442 Construction and Gravel, therefore we ask you to go to this link and search for the code that belongs to your company <http://www.sec.gov/info/edgar/siccodes.htm> **(mandatory)**
- 2) **Get Your NAICS (North American Industry Classification System) code**, this is similar to the SIC code, so for instance if your company's classification is construction, the number should be as follows: e.g. 212321 Construction sand or gravel dredging; therefore we ask you to go to this link and search for the code that belongs to your company.

<http://www.census.gov/cgi-bin/sssd/naics/naicsrch>

- 3) **Register and apply for a Data Universal Numbering System (DUNS)** number, which is a unique nine-character identification number, provided by the commercial company Dun and Bradstreet (D&B), obtaining a DUNS number through this process is free of charge.

When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list. Within 48 hours D&B will contact you via electronic mail with your DUNS number. To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

- 4) **Joint Contingency Contracting System (JCCS) form**, - Joint Contingency Contracting System (JCCS) is a real time contract data repository and reporting tool for reconstruction and general contracts in Iraq and Afghanistan. It is used for Host Nation and Non-Host vendor registration, solicitations posting and proposal receipt. To register in the Joint Contingency Contracting System (JCCS), follow the link located at <https://www.jccs.gov/olvr/> The JCCS site is for looking up

- 5) **Register and get your NATO Commercial and Governmental Entity Code (NCAGE)** Note: CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or the registration will be considered incomplete. Information on how to obtain NCAGE codes may be found at [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).

- 6) **CAGE code:** (US Vendors only). For US Vendors, there is no need to apply for a cage code; due that **SAM** system will generate one code automatically as soon as the registration is done

- 7) **Afghanistan Investment Support Agency (AISA) license (mandatory)** Trading companies (registered with MOC), small retail businesses (registered with the Kabul Municipality and non-profit organizations (NGOs) registered with MoE By law, AISA registers all private sector enterprises, whether foreign or local, or joint ventures of any nature, between foreigners and locals. With it private businesses – whether local or foreign – define the legal status of their business and obtain a tax number with the Ministry of Finance. With it they are obliged to pay corporate taxes in line with the, Afghanistan tax law. Enterprises with initial capital of US\$ 3 mil and above require the approval of

the High Commission on investment before we can register them. AISA has succeeded at streamlining the procedure for obtaining the AISA business registration. Generally investors receive it within 1 working day. Certain businesses require and additional "Operation License" from the respective ministries these are in addition to the AISA registration, not in its place. AISA is now able to give clear advice on these additional government licenses. The Ministry of Commerce is legally not authorized to issue any license or business registration except Traders' Licenses, for trading companies (only). Steps to acquire a Business Registration at the Afghan Investment Support can be found in the below link:

<http://www.aisa.org.af/english/licensing.html>

- 8) **Register your business in System for Award Management (SAM).** Remember the US Embassy Kabul cannot award any contract or Purchase Order if your company is not registered in this Site: **(This registration process is Mandatory)** <https://www.sam.gov/portal/public/SAM/>

- 9) **Fill out the GSO Vendor Registration Form.** The below link will take you directly to the official form used by the US Embassy in order to register your company, please fill out all the required information before you submit it, below the link.  
[http://photos.state.gov/libraries/afghanistan/46736/RFQS/VendorRegistrationForm\\_001.pdf](http://photos.state.gov/libraries/afghanistan/46736/RFQS/VendorRegistrationForm_001.pdf). Note: If a mandatory information is not included, this form will be rejected,

- 10) **Last Step: Submit the complete form to:** [KabulGSOProcurement@state.gov](mailto:KabulGSOProcurement@state.gov)

Please submit the following documents along with the Form:

1. Past performance, of the last 5 years (Max. 2 pages)
2. Copy of the AISA license (color)
3. Formal presentation letter of your company and list of items or services that your company offers

### **ADDITIONAL INFORMATION**

To see other Federal Business Opportunities, follow this link  
<https://www.fbo.gov/>

**Evaluation of quotes and proposals:** Each application will be evaluated by the U.S. Embassy GSO officers, on the basis of compliance with the prerequisites for eligibility disclosure, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor.

**Familiarize yourself with the Government's contracting procedures.** Be familiar with Federal Acquisition Regulations (FAR) <https://www.acquisition.gov/far/loadmainre.html> and the Department of State Acquisition Regulations (DOSAR) <http://www.statebuy.state.gov/dosar/fullscreen.asp>. You can also get access to other Federal agency FAR supplements from their respective web pages.

**Change of Company Status/Information:** When the status of your company changes from the time of registration, you are required to update your company profile by submitting the most current and valid copy of the document issued by your public authority that confirms said status without delay.

**Vendor Registration for Risk Analysis and Management (RAM) Vetting (DS form 4184)**

Based on the Award Security Policy of U.S. Government all companies who are at the competitive range for a solicitation will be vetted – If the company is at the competitive range. Special Vetting form and all instructions for submission will be provided to the respective company by the GSO Procurement Section of the U.S. Embassy Kabul, Afghanistan.